



## REQUIREMENTS FOR ON-LINE TESTING

- MUST HAVE BEEN REGISTERED ON LINE AND A COURSE NUMBER ISSUED
- APPLICATIONS
- EVERY STUDENT MUST HAVE A PSID NUMBER ISSUED
- QUALIFIED PROCTOR
  - (1) Certified as at least an Instructor I or Instructor II/III.
  - (2) Holder of a valid teacher's license.
  - (3) A faculty member at an institution of higher learning.
  - (4) A staff member of an authorized training entity.
- 1. (e) A proctor shall not proctor an examination for applicants for certification whom the proctor instructed in the material that
- HIGH SPEED INTERNET
- A ROOM SET UP FOR TESTING IN ORDER TO PREVENT DISTRACTIONS
- ENOUGH COMPUTERS FOR EVERY STUDENT TO HAVE A COMPUTER
  - (A STUDENT MAY USE THEIR PERSONAL LAPTOP IF NECESSARY)
- EACH STUDENT MUST SHOW A VALID ID PRIOR TO ENTERING THE ROOM
- THE UNUSED TESTS WILL BE VOIDED AFTER 7 DAYS FROM THE SCHEDULED TEST DATE
- 3 HOUR LIMIT ON TESTING

THE PROCTOR IS REQUIRED TO WALK THE ROOM PERIODICALLY TO MAKE SURE THE STUDENTS ARE NOT ON THE INTERNET LOOKING UP ANSWERS. IF ANYONE IS CAUGHT, THEY ARE TO BE DISMISSED IMMEDIATELY AND AN E-MAIL SENT TO [dsaine@dhs.in.gov](mailto:dsaine@dhs.in.gov) giving the course number, the student name and the student PSID number. They will be un-enrolled immediately and action taken.

### **ACTIONS:**

1. Proctors who are giving an on-line exam need to stress the importance of following the instructions of any pop-up error messages that are received during the test. At the very least, if a pop-up message appears, have the student raise their hand and involve the proctor. At that point the proctor can instruct the student as to the actions they need to take. (i.e. log out, log back in)
2. Proctors should also inform students to NOT use the browser's refresh button at any time during the exam. If the refresh button is pressed it is not known if the data that repopulates the student's answers will come from the server or from the browsers cache, especially if there is a long term disconnect.
3. If at the end of the test, the submit button is not available, have the student sign out, and then back in. Now hit submit.